

School Board Agenda Item C-2
January 18, 2005

Executive Summary

Proposed Revised Job Descriptions and Minimum Qualifications
For Human Resource Division
Administrative, Supervisory, Professional & Technical Positions
For The School Board of Broward County, Florida
2004-2005 Organizational Chart

A. Position Title: ~~Personnel Administrator IV (Job Vacancies)~~ **Staffing Supervisor**

Division/Department: **Human Resources/Non-Instructional Staffing**
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Pay Grade: ~~25~~ 26 (\$58,542 - \$81,544) Point Range: 895-944

Salary Schedule: ASPT

Recommended Policy Status: New Job Description – Final Reading

Rationale: The Personnel Administrator IV (Job Vacancies), which represents one (1) position, was designated for study at the time the 2004-2005 revised Organizational Chart was approved by the Board. Pertinent information was gathered through review of documentation and extensive consultation with the Director, Non-Instructional Staffing. It was determined that the original job description for Personnel Administrator IV (Job Vacancies), had changed sufficiently to warrant a complete rewrite of job duties and reclassification to the new job of Staffing Supervisor, pay grade 26. The Compensation Committee concluded, based on a point factor analysis, comparison with the accountabilities of the Personnel Administrator V, Instructional Staffing, pay grade 27, and internal title and grade matrix comparison, that the subject position should be a pay grade 26. Approval is requested to advertise for this vacant position after the first reading.

The purpose of this job is to fill Broward County School District job openings in a timely manner with candidates that fully meet job requirements by effectively managing and/or performing associated staffing functions.

Cost: The financial impact to the District of this reclassified position is approximately \$11,400. The source of funding is the General Fund Unappropriated Fund Balance.